

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Senior Specialist Property Appraiser (BOE)		Senior Specialist Property Appraiser	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
County-Assessed Properties Division		290-302-5449-XXX	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	01	2	BOE Appraiser Certificate
FINGERPRINTS REQUIRED		SUPERVISION EXERCISED	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		May act in a lead capacity	

Job Requirements

Knowledge of:

- The State Constitution as pertains to property assessment.
- California property tax laws; rules and regulations administered by the Board of Equalization; and related legal opinions and court decisions.
- Departmental administrative policies, rules, and regulations.
- Advanced appraisal principles and standards; principles of accounting and finance used in appraisal.
- Advanced procedures and techniques for auditing accounting records, financial statements, and other records of large and complex industrial, commercial, and rural firms; current policy issues involving the taxation of business personal property.
- Advanced property assessment procedures used in county assessors' offices.
- Principles, practices, and trends of public and business administration.

Ability to:

- Apply the above listed knowledge effectively.
- Analyze complex property appraisal and assessment situations.
- Evaluate data and draw sound conclusions.
- Evaluate situations accurately and take effective action.
- Prepare clear, complete, and concise technical reports.
- Exercise leadership skills.
- Communicate effectively, both orally and in writing.
- Work under pressure and meet deadlines.
- Create and maintain cooperative working relationships.
- Be flexible and willing to adjust to changing assignments and priorities.
- Use a personal computer, including various software packages such as word processing, spreadsheets, and relational database programs for report writing and data analysis.
- Travel throughout the state, by airplane or by car, up to 50 percent of the time.
- Work long and irregular hours, both in and out of the office.

(Rev. 5/1/14)

Statement of Position

Under the general direction of a Principal Property Appraiser, the Senior Specialist Property Appraiser independently performs and/or leads others in review of complex appraisals and assessment practices survey assignments, develops and conducts training for the County-Assessed Properties Division (CAPD) staff. Travel to in-state locations may be required up to 50% of the time.

PERCENTAGE OF TIME SPENT	DUTIES
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Candidate must be able to perform the essential functions (*) with or without reasonable accommodations.

*60%	Reviews assessment practices survey compliance audit workpapers and audit narrative, edits narrative to fit within the assessment practices survey report. Manages the report until after the meeting with county assessors and their staff to resolve all issues in the final survey reports. Provides guidance to members of the survey team. Researches property tax law, rules, and Board policy and drafts recommendations for improvement in the assessment practices survey program. Trains and leads staff in review of survey compliance audit workpapers, complex appraisals, and other miscellaneous assessment practices survey assignments. Provides feedback to management and staff on recurring issues discovered.
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Prepares and conducts training for entry-level appraisers and auditor-appraisers on all aspects of the assessment practices survey program. Instruction includes classroom and structured on-the-job training relative to auditing and appraisal principles and procedures.

*20%	Acts in a lead capacity over staff engaged in appraisal review work. Works with full independence and without technical review; makes decisions on both technical and procedural issues within scope of expertise; and recommends changes to and development of statewide program policies.
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Meets with county assessors and their staffs to resolve differences in opinions of value involving all properties included in the statistical sample.

*10%	Under the general direction of the Principal Property Appraiser, independently prepares and coordinates the preparation, approval, and distribution of written policies and procedures regarding all phases of the assessment practices survey program.
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Independently, in a lead capacity, or as part of a team conducts special studies relating to property tax appraisal and assessment issues.

10%	As necessary, performs other job-related duties to cover the workload.
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I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE